



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



बिहार सरकार

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### Office Order

A number of HR related issues have piled up which require early settlement. Presently, a good number of support staff – Accountants / Office Assistants - have been placed at various units. It would be appropriate to resolve HR related pending issues in a drive mode. Accordingly, a decision has been taken to observe April, 2015 as a month for redressal of grievances and clearance of HR related issues, pending at different levels. A list of such issues with clear expected timelines would be as follows:-

1. TA/DA, FLTA payment of the staff till March, 2015 with emphasis on clearance of pending issues,
2. Performance Appraisal Form to be submitted at SPMU for the Appraisal period 2012-13 by 10<sup>th</sup> April, 2015 for all the BPIUs and DPCUs staff of 19 districts which were operational in the year 2012-13,
3. Cadre payment to be done till February, 2015 and Utilization Certificates to be submitted by 28<sup>th</sup> April, 2015 at SPMU,
4. Probation confirmation for staff who have joined between April, 2014 and December, 2014 and report to be submitted at SPMU by 15h April, 2015.

DPMs are also being directed to personally supervise the clearance of all the grievances related to TA/DA, FLTA blockwise and ensure that the payments are done to the employees.

A meeting of DPMs for reviewing progress and achievement during intervening period is scheduled on 28.04.2015 where itemwise clearance reports would be reviewed.

It should be given utmost importance.

  
(Dr. N. Vijaya Lakshmi)  
Chief Executive Officer

#### Copy to :-

1. Director/OSD/AO/CFO/FO/SFMs,
2. All PCs/SPMs/PMs/PS/DPMs/Manager-HR, Manager-Finance,
3. All BPMs/YPs/IT Section